

Managing Documents Spread Sheet

Documents	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #
	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates
HUMAN CARE AGREEMENT (HCA) TASK ORDERS CA108								
<ul style="list-style-type: none"> Task order release request, budget estimate and justification from Community Based Resource Specialist 								
<ul style="list-style-type: none"> 3-in1 form from Services Management Specialist to Bureau Chief of Contract Administration for Approval 								
<ul style="list-style-type: none"> 3-in-1 approval from Bureau Chief of Contract Administration to Budget Office or rejection to Services Management Specialist 								
<ul style="list-style-type: none"> Approved 3-in-1 form and supporting documentation: scope of service, specifics on the task order desired, justification for award, and reference to appropriate contract section from Services Management Specialist to Budget Office 								

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HUMAN CARE AGREEMENT (HCA) TASK ORDERS CA108								

<ul style="list-style-type: none"> Pre-encumbered 3-in-1 and supporting documentation: scope of service, specifics on the task order desired, justification for award, and reference to appropriate contract section from Budget Office to OCP 								
<ul style="list-style-type: none"> 3-in-1 and supporting documentation: scope of service, specifics on the task order desired, justification for award, and reference to appropriate contract section from OCP to Budget Office for full encumbrance 								
<ul style="list-style-type: none"> Fully encumbered 3-in-1 and supporting documentation: scope of service, specifics on the task order desired, justification for award, and reference to appropriate contract section from Budget Office to OCP 								
<ul style="list-style-type: none"> Contract documents from OCP to provider for signature 								

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HUMAN CARE AGREEMENT (HCA) TASK ORDERS CA108								

<ul style="list-style-type: none"> Signed contract documents from provider to OCP 								
<ul style="list-style-type: none"> Signed contract documents from OCP to Services Management Specialist and Accounts Payable 								
<ul style="list-style-type: none"> Signed contract from Services Management Specialist to Community Based Resource Specialist 								